



The Beaudesert & Henley-in-Arden Joint Parish Council

Working for the Benefit of the Residents of Henley-in-Arden

Clerk : Gill Bailey : email clerk@henley-in-arden-pc.gov.uk

The Minutes of the Annual Council Meeting of the Beaudesert and Henley-in-Arden Joint Parish Council that took place on Monday, 21st May 2018 at 7.00 pm in the Henley in Arden Memorial Hall, Station Road, Henley-in-Arden.

Present: Cllrs. Peter Crathorne (Chairman), Liz Jackson (Vice-Chair), Bill Leech, John Garner, David Broadbent, Sally Harfield, Peter Cornford, Mike Wilmott, David Tomlinson, Elaine Field and District Cllr Stephen Thirlwell

In Attendance: 8 members of the public.

1. Election of Chairman and to receive Chairman's Declaration of Acceptance of Office

- Cllr Leech took the chair for the first part of the meeting and asked if there were any nominations to stand as Chair for the year. Cllr Broadbent proposed Cllr Crathorne. This motion was seconded by Cllr Wilmott and carried unanimously. The new Chair signed his Declaration of Office and handed it to the Clerk, who also signed the document as Proper Officer.
- The Chair thanked Cllr Leech, the previous incumbent, for all his hard work on behalf of the community and the JPC over his term of three years and handed him a citation thanking him. This was unanimously endorsed by all Cllrs present.
- Cllr Field made the point that she felt that it was public knowledge that Cllr Crathorne be nominated as Chair in the town and questioned whether it was a proper election. Cllr Leech denied this fact and Cllr Crathorne responded and said that he hoped he was worthy of the position.

2. Apologies for absence and acceptance of Apologies

- The following apologies were received and accepted: Cllrs Jayne Bridges

3. Declarations of Interest and Dispensations

- The Chair asked if Councillors had any interests to declare. No interests were declared for this meeting.

4. Election of Vice-Chairman

- The Chair asked if there were any nominations for the role of vice-chair. Cllr Leech said that he would like to nominate Cllr Liz Jackson. This motion was seconded by Cllr Broadbent and carried unanimously. Cllr Jackson signed her Declaration of Office and handed it to the Clerk, who also signed the document as Proper Officer.

5. Minutes of the meeting held on 22nd May 2017 to be approved and signed.

- **It was RESOLVED that the Minutes of the meeting held on 22nd May 2017 were confirmed as a true record and signed by the Chair.** This motion was proposed by Cllr Garner, seconded by Cllr Wilmott and the minutes were then unanimously approved by those Councillors who had been present.

6. To agree the dates and venue for the Joint Parish Council Meetings for the year

- The Chair read out the proposed dates for future JPC meetings and advised that they were published on the web site and there was a hard copy available if anyone would like one.
- The Clerk confirmed that future meetings would be held in the Memorial Hall and went on to say that she felt that the JPC should resume holding monthly meetings as soon as possible. She went on to say that she felt that the dates for future JPC meetings should be reviewed at the next JPC Annual meeting in May 2019.
- The Chair suggested some dates for 2019 and the Clerk agreed to publish the dates on various forms of media.
- Cllr Thirlwell suggested that when the JPC meetings are published that the JPC Meeting scheduled for next May, following the JPC local elections, is clarified. The Chair and the Clerk confirmed that they would take note of his comment and advise everyone accordingly.

7. Election of Portfolio Holders for Working Parties (Parish Cllr's Responsibilities)

- **Finance & Assets – John Garner**
- **Children's Facilities – Liz Jackson**
- **Car Park Acquisitions, Traffic, Parking – Peter Cornford**
- **Maintenance – David Tomlinson**
- **Emergency Planning – Peter Crathorne**
- **Planning – David Broadbent**
- The Clerk advised that she had recently circulated an email to all Cllrs and the JPC were in the process of reviewing their planning processes with a view to adopting new procedures at the JPC July meeting.
- **It was RESOLVED that the existing portfolio holders would mainly remain the same as the previous year and as indicated above. This motion was proposed by Cllr Garner, seconded by Cllr Tomlinson and carried unanimously.**
- **Neighbourhood Planning Steering Group**
- The Chair advised that this Steering Group sits outside the remit of the JPC and reports to the Town. Cllr Leech confirmed that he would continue to represent the JPC on this Steering Group, as did Cllr Garner.

8 To agree cheque signatories and access to bank account details

It was RESOLVED that Cllrs Garner, Wilmott and Crathorne remain as the main signatories. The former Chair of the JPC, Cllr Leech agreed that he would not remain as a signatory. It was also agreed that Cllrs Field, Garner and the Clerk continue to have access to QuickBooks, the JPC accounting system. It was also agreed that the new Chair, Cllr Crathorne, be given access to the JPC bank

accounts. These motions were proposed by Cllr Broadbent, seconded by Cllr Wilmott and carried unanimously.

9 To agree a date to review the JPC Asset Register, Risk Register and JPC Policies

- The Clerk advised that she had circulated an updated version of the Asset Register and Risk Register and asked if Cllrs had any questions regarding each document and whether they would be happy to approve them as written?
- **It was RESOLVED that the Asset Register and Risk Register be approved, and this motion was proposed by Cllr Garner, seconded by Cllr Wilmott and carried unanimously.**
- The Clerk said that all the JPC Policies should be reviewed annually and the Chair suggested that all the Cllrs could be involved in reviewing the JPC policies over the Summer period with a view to approving them all in September. **This motion was proposed by Cllr Garner, seconded by Cllr Jackson and carried unanimously.**

10 To adopt the Beaudesert & Henley in Arden JPC Data Protection Policy

The Clerk advised that a draft policy had been circulated to all members of the JPC and she asked if Cllrs would approve the policy as a prelude to the inclusion of the new GDPR later in May. **It was RESOLVED that the Data Protection policy was approved, as written. This motion was proposed by Cllr Wilmott, seconded by Cllr Leech and carried by the majority with one abstention.**

11 To receive and note the Internal Audit Report

The Clerk advised that the Internal Auditor had conducted a review of JPC procedures and she was in the process of querying some of the content of the Report. The Clerk went on to say that once the Report was finalised with the IA she would circulate a copy to all Cllrs.

12 To consider, approve and sign the Beaudesert & Henley in Arden JPC Annual Governance Statement for the year 31st March 2018 prior to submission to the External Auditors, PFK Littlejohn LLP.

- The Clerk advised that she and Cllr Garner had been working on both the Internal and External Audit over the last few weeks. She confirmed that the accounting documents had been circulated to members of the JPC.
- The Clerk confirmed that once the documents were approved they would be uploaded to the JPC web site.
- **It was also RESOLVED that the Beaudesert & Henley in Arden JPC Annual Governance Statement for the year to 31st March 2018 be approved. This motion was proposed by Cllr Garner, seconded by Cllr Tomlinson and carried unanimously.**

13 To consider, approve and sign the Beaudesert & Henley in Arden JPC Annual Accounting Statements for the year 31st March 2018 prior to submission to the External Auditors, PFK Littlejohn LLP

- The Clerk confirmed that that the Annual Accounting Statements had been circulated to members of the JPC and once the documents were approved they would be uploaded to the JPC web site.
- **It was RESOLVED that the Beaudesert & Henley in Arden JPC Annual Accounting Statements for the year to 31st March 2018 be approved. This motion was proposed by Cllr Garner, seconded by Cllr Wilmott and carried unanimously.**

To confirm the date and time of the next Annual JPC meeting which will be held on Monday 13th May 2019 commencing at 7.00 pm

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